###### JOB DESCRIPTION

**Unit**: Active Northumberland

**Section**: Ashington Leisure Centre

**Post Title**: Swimming Instructor

**Responsible to:**  Swim Coordinator

**Responsible for**: None

###### Functional links:

###### Daily: Facility Manager, Senior Leisure Attendants, Leisure Attendants, Receptionists, Instructors, HR Manager, Training Officer

**Frequently:** Schools, Administration Staff and customers.

**Occasionally:** Chief Executive, Senior Managers, Leisure Development Team, Emergency Service and Seasonal Staff, ASA/Swim England, STA, School Sports Partnerships.

###### Purpose of the job

* To deliver swimming lessons and other aqua based activities to nationally recognised standards, to both schools and the private lesson scheme.

###### Main Duties and Responsibilities

1. Deliver the swimming instruction programme to both schools and the private lesson scheme

2. Design and deliver imaginative lesson plans for each lesson to take into account of individual needs and abilities of students. These lessons plans need to take into account age and the confidence of students and should be adaptable.

3. Lesson plans should be suitable for the type of lesson being delivered and the number of pupils within the lesson (schools, private, children, and adults).

4. The post holder should be able to motivate students within a class, using a variety of motivational techniques dependent upon age and ability of students.

1. To ensure that the Health and Safety of all participants is paramount to all lessons delivered. Ensuring a safe and secure environment prior to commencing of each lesson. To notify the SLA immediately of any health and safety issues.
2. Attending training and development sessions, to ensure Health and Safety competence and continuous professional development.

1. To ensure that each lesson commences on time and finishes at the required time.
2. To ensure that equipment used is in good working order and any defects are reported immediately to the Swim Coordinator or SLA. To be responsible for the issue, use, storage and return of all equipment.
3. To prepare appropriate lesson plans in line with the ASA Learn to Swim Framework & National curriculum, at key stages 2 & 3.
4. To take a register of students prior to the lesson, and maintain a register of attendance keeping registers in a legible condition and available for use and reference by the Swim Coordinator. Maintain written/electronic records of customers progress at each lesson.
5. To assess student competencies against National guidelines and recommend to the Swim Coordinator any students requiring advancement through the stages of the National Scheme.
6. To communicate with guardians/parents in order to assess the needs of pupils and solve any issues where necessary. Answer any queries from parents where possible – never on poolside during a lesson.
7. To communicate with the school teachers and assess the needs of the children.
8. To ensure that accidents are reported and the appropriate documentation is completed
9. To ensure that all school teachers are aware of their supporting role when on poolside.
10. To maintain a good working knowledge of ASA and STA developments in relation to swimming tuition.
11. To undertake CPD’s as appropriate, including a Sports Coach UK Safeguarding and Protecting Children course.
12. To attend meetings with the Swim Coordinator and Centre Manager as requested in relation to the swimming development scheme.
13. To hold a current ASA teaching aquatics level 2 qualification or equivalent.
14. To hold a current National rescue test for swimming teacher & coaches or NPLQ qualification.
15. Hold a recognised First Aid qualification
16. Classes will take place at times required by customer demand and working hours may be during the daytime, evenings or weekends.
17. To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based at any other establishment.